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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Special Assistant (Administration) to the DD/I DATE: 28 July 1953

FROM : Chief, Classification and Wage Division

SUBJECT: Reallocation of Existing T/O Positions Within Foreign Documents Division

REFERENCE: Memorandum, dated 30 June 1953, from the DAD/00 to the DD/A, subject as above.

1. The attached memorandum from the Office of Operations requests the approval of the centralization of the press-publications propaganda analysis function and the establishment of the Press Propaganda Branch in the Foreign Documents Division. It also requests that the Chief, Press Propaganda Branch be classified in grade GS-14 (superseding the previously approved GS-13 propaganda coordinator position) and that in lieu of one GS-12 position, a Deputy Branch Chief in grade GS-13 be established.

2. The Classification and Wage Division approved on 22 September 1952 the top press propaganda coordinator position in grade GS-13 with responsibility for supervising and coordinating the activities of the propaganda analysts assigned to the Foreign Documents Division. Our latest review of this operation, conducted this month, revealed that the program is still in the developmental stage, with considerable planning and implementation to be undertaken; and it is considered, strictly on a performance basis, that the Branch Chief position has not developed beyond the GS-13 level.

3. Since the Comptroller advises that there are budgetary problems and until such problems are resolved, it is believed proper to establish the grades of these positions on the basis of the present program with adjustments to be made at such time as the program has more fully developed. Accordingly, it is our recommendation that the Chief, Press Propaganda Branch position be retained at the GS-13 level and the Deputy at GS-12.

4. This represents somewhat of a departure from past practice of projecting programs a year or more into the future in establishing the grades for key positions. Therefore, your concurrence and/or comments are requested concerning this procedure and the classifications recommended.

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Attachment:

Memo from OO, dated 30 June 1953

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